

CONGRESSIONAL INQUIRY UNIT
EXCISION GUIDELINES AND
NOTES.

[REDACTED] (b)(6)

CONGRESSIONAL INQUIRY UNIT

GUIDELINES FOR EXCISIONS

~~SECRET~~

INFORMANT - Excise informant symbol numbers: informant file numbers (100- , 200- , 300-): any information tending to identify informant: a person requesting confidentiality: and any identifying information as to source requesting confidentiality. T-symbols are not excised.

THIRD AGENCY - ^{Federal} Excise the names of all third agency personnel and all information disclosed through discussion or through a review of their files. The name of the third agency is not excised.

FOREIGN INTELLIGENCE AGENCY - Excise the name of the ^{Foreign} agency and all information disclosed. SEE REMOVAL SHEETS. (b)(2)

POLICE INTELLIGENCE - Excise the names of all U. S. law enforcement intelligence personnel. - Leave P.D. info. (b)(2)

SENSITIVE TECHNIQUES - Excise any [REDACTED]

- Elec. Survt. (b)(2)

REMOVAL SHEETS

THIRD AGENCY DOCUMENTS - removed from the file and replaced by an explanation sheet identifying the agency, the date of the communication, the third agency identification number and/or caption of the serial, the number of pages, and what, if any, classification. The serial number (Bufile) is placed on the bottom of the sheet. (b)(2)

"FOR ACCESS ONLY" DOCUMENTS - [REDACTED]

These serials are reviewed in the same manner as any other communication, but must have an appropriate sheet attached with the Bufile number listed. (b)(1)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
EXCEPT WHERE SHOWN
OTHERWISE.

Classified by SP8BJD/aw
Declassify on: OADR 2/10/81
211226

~~SECRET~~

EXAMPLE

CIA Document #

DATED —, CONSISTING OF 2-2

PAGE(S) IS BEING DELETED DUE TO THE
THIRD AGENCY CLEARANCE AGREEMENT.

ADDITIONALLY, THIS DOCUMENT IS CLASSIFIED

Secret.

FOR 3RD AGENCY DOCUMENTS
* ~~FOR~~ ~~DOCS.~~ (CLASSIFIED)

Bufile # 105-

EXAMPLE

CIA, [REDACTED]

(b)(2)

DATED 99/99/99 CONSISTING OF X

PAGE(S) IS BEING DELETED DUE TO THE
THIRD AGENCY CLEARANCE AGREEMENT.

FOR 3RD AGENCY DOCS
& FOREIGN DOCS (NOT CLASSIFIED)

Bufile # _____

BUFILE DOCUMENT

File # & serial —

Document is not available except for review at
FBI Headquarters.

EXAMPLE

FOR LEGATS

Third Agency Info.

Third Agency Information
Deleted Due To The Third
Agency Clearance Agreement

pages 3-16

Department of Defense Document

Dated: _____

Re: _____

This document cannot be further identified.
If HSCA decides it must request this document, it
should so advise an FBI representative.

The document should be requested from the
Department of Defense by the HSCA.

For CIU use only:

Agency: _____

Date: _____

Identifying No.: _____

BUFILE DOCUMENT

Document is not available except for review at
FBI Headquarters.

DATED _____, CONSISTING OF _____
PAGE(S) IS BEING DELETED DUE TO THE
THIRD AGENCY CLEARANCE AGREEMENT.
ADDITIONALLY, THIS DOCUMENT IS CLASSIFIED

Bufile # _____

DATED _____ CONSISTING OF _____

PAGE(S) IS BEING DELETED DUE TO THE
THIRD AGENCY CLEARANCE AGREEMENT.

Bufile # _____

CONGRESSIONAL INQUIRY UNIT

GUIDELINES FOR EXCISIONS

SECRET

INFORMANT - Excise informant symbol numbers: informant file numbers (██████-██████): any information tending to identify informant: a person requesting confidentiality: and any identifying information as to source requesting confidentiality. T-symbols are not excised.

THIRD AGENCY - Excise the names of all third agency personnel and all information disclosed through discussion or through a review of their files. The name of the third agency is not excised.

FOREIGN INTELLIGENCE AGENCY - Excise the name of the foreign agency and all information disclosed.

POLICE INTELLIGENCE - Excise the names of all U. S. law enforcement intelligence personnel.

SENSITIVE TECHNIQUES - Excise any ██████████

(b)(2)

REMOVAL SHEETS

THIRD AGENCY DOCUMENTS - removed from the file and replaced by an explanation sheet identifying the agency, the date of the communication, the third agency identification number and/or caption of the serial, the number of pages, and what, if any, classification. The serial number (Bufile) is placed on the bottom of the sheet.

"FOR ACCESS ONLY" DOCUMENTS ██████████

These serials are reviewed in the same manner as any other communication, but must have an appropriate sheet attached with the Bufile number listed.

Sensitive information about specific persons - none is in reference to subject in question - (sub. name)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
EXCEPT WHERE SHOWN
OTHERWISE.

Classified by SP8 BTG/pw
Declassify on: OADR 2/10/84
911326

SECRET

Types of files/references that must
be reviewed for classification:

Those that contain info pertaining to
National Security matters.

Loyalty investigations

applicant investigations

Security of Government Employees invest.

Information from Foreign governments
in a security area.

CIA information

Communist Party informant matters.

May include but not limited to
following classifications:

100
105
157
65
62

Source
137
176
134

~~SECRET~~

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
EXCEPT WHERE SHOWN
OTHERWISE.

FBI
GUIDELINES GOVERNING
CLASSIFICATION, DECLASSIFICATION AND
MARKING REQUIREMENTS

EXECUTIVE ORDER 11652
TITLE 28, CODE OF FEDERAL REGULATIONS, PART 17

MARCH, 1977

Classified by SP8 BTG/ow
Declassify on: OADR 2/10/84
211326

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SECRET

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SECRET

These updated guidelines replace guidelines issued in March, 1974. The updated guidelines will assist FBI personnel in properly applying the classification, declassification and marking requirements of Executive Order 11652 as implemented by Title 28, Code of Federal Regulations, Part 17. **SECRET**

1. AUTHORITY TO CLASSIFY AND EXEMPT FROM DECLASSIFICATION

Authority to classify (or upgrade) material and to exempt it from declassification is strictly limited to specifically designated officials and supervisors approved in writing by the Attorney General. Such approval is handled through the Document Classification Office at FBI Headquarters.

Agents or other personnel preparing national security material should determine whether there is a basis for classification, the level of classification, and whether it should be exempt from declassification, but only authorized classifiers may approve such classification and exemption, and only their credential numbers may be used as the classifying authority. In the absence of an authorized classifier, an individual not authorized, such as a relief supervisor, may act on his behalf to classify material provided the authorized classifier reviews the material within five days.

2. BASIS FOR CLASSIFYING

To qualify for classification, two essential elements are required:

(1)  **(b)(1)**

(2) The material involved must be of such a nature that its unauthorized disclosure could reasonably be expected to cause damage to the national security.

Example: A report might be classified because unauthorized disclosure would jeopardize a valuable source in a position to furnish continuing information concerning a  **(b)(1)**

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~~SECRET~~ (b)(1)

[REDACTED] Classification limits access to and provides for secure handling of the report, thereby protecting the source. If the information can be paraphrased so that the source is not reasonably jeopardized, then classification is not warranted and, in fact, is prohibited.

Example: An interoffice memorandum might be classified because it sets forth [REDACTED] (b)(1)

[REDACTED] Classification limits access to and provides for protection of the memorandum.

3. CATEGORIES (LEVELS) OF CLASSIFICATION

There are three categories or levels of classification: "Top Secret," "Secret" and "Confidential." "Top Secret" is restricted to material, the national security aspect of which is paramount and the unauthorized disclosure of which could reasonably be expected to cause exceptionally grave damage to the national security. As defined above, national security relates to "national defense" or "foreign relations." In effect then, a classifying authority considering use of this category must first be convinced that the material itself is paramount to national defense or paramount to foreign relations and, secondly, that the unauthorized disclosure could be expected to cause exceptionally grave damage to national defense or to foreign relations. "Top Secret" shall be used with utmost restraint.

Examples: Vitally important foreign relations; armed hostilities against the United States; vital defense plans or Communications Intelligence systems; vital scientific developments; extremely sensitive counterintelligence operations.

"Secret" may only be applied to material, the unauthorized disclosure of which could reasonably be expected to cause serious damage to the national security. "Secret" shall be used only for material which requires a substantial degree of protection.

Examples: Significant foreign relations; important scientific developments; counterintelligence operations.

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"Confidential" shall be applied to material, the unauthorized disclosure of which could reasonably be expected to cause damage to the national security. "Confidential" is to be used only for material which requires protection.

Examples: Sources or methods relating to certain subversive organizations; [REDACTED]

(b)(2)

(b)(1)

If there is doubt as to which category is to be applied, the least restrictive category shall be applied.

4. EXEMPTIONS FROM DECLASSIFICATION

Unless exempted from declassification, material classified after June 1, 1972, is automatically declassified in accordance with a General Declassification Schedule as follows:

"Top Secret" material is downgraded to "Secret" at the end of the second full calendar year following the year in which it was originated, to "Confidential" after two additional years, and declassified after six more calendar years (total--ten years).

"Secret" material is downgraded to "Confidential" at the end of the second full calendar year following the year in which it was originated, and declassified after six more calendar years (total--eight years).

"Confidential" material is declassified at the end of the sixth full calendar year following the year in which it was originated (total--six years).

Except in rare instances, national security material generated by the FBI will be exempt from the General Declassification Schedule.

Classified material may be exempted from automatic declassification if a classifying authority believes there is a need to maintain the classification for a longer period of time and the material fits into one or more of the following four exemption categories:

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~~SECRET~~

(1) Material or information furnished in confidence by a foreign government or international organization.

(2) Material specifically covered by statute or pertaining to cryptography or disclosing intelligence sources or methods.

(3) Material disclosing a system, plan, installation, project or specific foreign relations matter, the continued protection of which is essential to national security.

(4) Material which, if disclosed, would place a person in immediate jeopardy.

In (1) above, classification of the material received must be respected and at the level such material is afforded protection by the foreign government or international agency. Exemption (2) will generally be claimed for continued protection of sources or methods relating to subversive and

[REDACTED] More than one exemption may be claimed if applicable.

All material classified after June 1, 1972, including information exempted from declassification, is automatically declassified at the end of 30 full calendar years unless the Attorney General approves its continued classification. All material classified before June 1, 1972, must be reviewed for declassification after it is 30 years old and declassified unless the Attorney General approves its continued classification. If classified material older than 30 years becomes subject to disclosure and continued protection is warranted, refer the matter to FBIHQ for referral to the Attorney General.

Prior to 1974, classification markings were not included on classifiable internal FBI documents. All such documents, when subject to disclosure, must be reviewed and appropriately marked for classification.

5. AUTHORITY TO DOWNGRADE OR DECLASSIFY

Classified material may be downgraded or declassified only by the original classifying authority, by a successor acting in the same capacity, or by a supervisory official of either. The successor or supervisory official need not be classifying authorities to downgrade or declassify.

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(b)(1)

6. CLASSIFICATION MARKINGS

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All classifiable material must be marked showing the level of classification assigned ("Top Secret," "Secret" or "Confidential"), the identity of the classifying authority (credential number), and date of classification if different from the date of the document. If exempted from the General Declassification Schedule, the exemption category or categories which apply must be noted and the date of declassification or, if no specific date, "Indefinite."

Examples: Marking documents exempted from General Declassification Schedule:

CONFIDENTIAL

Classified by _____
Exempt from GDS, Category Number _____
Date of Declassification _____

Marking documents subject to General Declassified Schedule:

CONFIDENTIAL

Classified by _____
Downgraded at 2-year Intervals
and Declassified on December 31, _____

Marking documents which can be declassified on a given date or event earlier than General Declassification Schedule:

CONFIDENTIAL

Classified by _____
Automatically Declassified on _____

When classified material consists of two or more items of information which bear different classification levels, declassification markings or other agency markings, the following guidelines apply:

Material containing different levels of classified information must be classified at the level of the highest classified component.

Material containing any item exempt from the General Declassification Schedule must be marked with the appropriate exemption category.

When material is classified solely because of other agency data, it must be appropriately marked to correspond with the other agency's markings.

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When classified material is downgraded or declassified, a line will be drawn through the previous level of classification and related markings, and the new level, or "declassified," noted adjacent thereto together with the date and credential number of the declassifier.

7. CLASSIFYING AND MARKING MATERIAL

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FBI reports have two parts, the cover pages and the report itself. For classification purposes, each part must be considered separately and appropriately marked. There will be instances where the cover pages are classified but not the report and vice versa. Each part must indicate the level of classification, identity of the classifying officer, exemption category, etc. Similarly, a transmittal document such as a cover letter/airtel to an LHM, a form letter or a routing slip must be considered separately and marked accordingly. Transmittal documents must carry a notation as to the highest classification level of information enclosed, e.g.: "Confidential Material Attached."

Bound and unbound documents must be marked with the classification level at the top and bottom of: the front cover, if any; the title page, if any; the first page; the last page; the reverse side of the last page or cover. Unbound documents are manuals or looseleaf notebooks prepared to enable substitution of new or changed pages. Each classified page of a document which is unbound should be marked at the top and bottom of the front side. FBI reports, LHMs, airtels and letters, even if only one page, are considered bound documents and must be marked top and bottom of the first and last pages, and reverse side of last page. Teletypes, while considered bound documents, are an exception and are marked with the classification level ("Clear" or "EFTO" if unclassified) preceding the text on the first page and at the top of each succeeding page.

Whenever material is classified, and the basis for classification is not readily apparent, a written justification statement must be noted on the material clearly showing the basis for classification. This justification statement is considered administrative data and, therefore, is not to be included in communications prepared for dissemination outside the FBI, such as reports, LHMs, or outgoing letters. In these cases the justification statement should be set forth in appropriate cover pages or on the file copy.

8. PARAGRAPH MARKINGS

Whenever portions of classified material require different levels of classification or a portion requires no classification, then each paragraph must be marked to show its classification or that it is unclassified. In marking individual paragraphs, the appropriate marking ("Top Secret," "Secret," "Confidential" or "Unclassified") should be typed in parentheses

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immediately following the paragraph in question. Abbreviations may be used (TS, S, C or U). When a lengthy report or other document contains only one or two paragraphs which differ from the classification of other material in the document, an introductory statement may be included to the effect that all the information in the document is classified in a particular category except as otherwise shown, or all information in the document is unclassified except as otherwise shown. Thereafter, only those paragraphs which differ from the introductory statement need be individually marked. **SECRET**

9. MATERIAL CLASSIFIED UNDER EXECUTIVE ORDER 10501

Information classified under Executive Order 10501 (prior to June, 1972) will ordinarily bear a group category governing its declassification. FBI data classified under Executive Order 10501 carried Group 1 in all instances and, therefore, if such information is being included in a newly-prepared document, it should be exempted from the General Declassification Schedule.

10. CLASSIFIED ATOMIC ENERGY INFORMATION

Additional warning markings "Restricted Data" and "Formerly Restricted Data" are used in connection with atomic energy-type material. These markings must be included when such classified material is set forth in FBI-originated documents.

11. OTHER SPECIAL CONTROL MARKINGS

In addition to the regular classification markings ("Top Secret," "Secret," "Confidential"), National Foreign Intelligence Board components have adopted additional control markings. These include:

1. Warning Notice--Sensitive Sources and Methods Involved
2. Controlled Dissemination
3. No Dissemination Abroad
4. Background Use Only
5. No Foreign Dissemination

All of these markings represent a control on the further dissemination of the classified information. When incorporating information so marked by another agency in an FBI communication, include the special control markings in addition to the regular classification.

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8

12.

[REDACTED]

(b)(2)

[REDACTED]

~~SECRET~~

(b)(1)

5

~~SECRET~~

UNITED STATES GOVERNMENT

Memorandum

~~CONFIDENTIAL~~

1 - Mr. C. C. Fehl
1 - Mr. D. W. Moore

Assoc. Dir. _____
Dep. AD Adm. _____
Dep. AD Inv. _____
Asst. Dir. _____
Adm. Serv. _____
Crim. Inv. _____
Ident. _____
Intell. _____
Lab. _____
Legal Coun. _____
Plan. & Insp. _____
Rec. Mgmt. _____
Tech. Serv. _____
Training _____
Off. of Cong. & Public Affs. _____
Telephone Rm. _____
Director's Sec'y _____

1 - Mr. A. J. Decker
1 - Mr. J. A. Mintz
1 - Mr. T. W. Leavitt
1 - Mr. J. H. Powers
DATE: 7/6/77
1 - Mr. T. J. Seabaugh
1 - Mr. Z. C. Peterson

TO : Mr. T. W. Leavitt

FROM : Z. C. Peterson

SUBJECT: (C) (b)(1)
INTERNAL SECURITY - RUSSIA

PURPOSE:

Classified by SP8 BTG/OW
Declassify on: OADR 9/10/84
211326

DETAILS:

Enclosure

CONTINUED - OVER

~~CONFIDENTIAL~~
Classified by 64-04-0000
Exempt from GDS, Categories 2, 3 and 5.
Date of Declassification Indefinite

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
EXCEPT WHERE SHOWN
OTHERWISE

~~CONFIDENTIAL~~

(c)

~~CONFIDENTIAL~~

Classified by ~~57~~
Exempt from ~~3~~, Categories 2 and 3
Date of Declassification Indefinite

Classified by SPR BTJ/cu
Declassify on: OADR 2/10/84
211326

CONFIDENTIAL

Memorandum to Mr. T. W. Leavitt

Re: [REDACTED] (C) (b)(1)
[REDACTED] c 1

RECOMMENDATION:

This memorandum be made available to FCIA analysts, team captains, unit chiefs, document classification review, Legal Council Division and other necessary personnel. (U)

[REDACTED] DJM/gm ECP/gm
(b)(7)(C)

APPROVED:

Director _____
Assoc. Dir. _____
Dep. AD Adm. _____
Dep. AD Inv. _____

Adm. Serv. _____
Crim. Inv. _____
Fin. & Pers. _____
Ident. _____
Intell. _____
Laboratory _____

Legal Coun. _____
Plan. & Insp. _____
Rec. Mgmt. _____
Spec. Inv. _____
Tech. Servs. _____
Training _____
Public Affs. Off. _____

CONFIDENTIAL

